BAR HILL COMMUNITY ASSOCIATION (BHCA)
Registered Charity # 1195382
Meeting Minutes

Date & Time:	Tuesday, 14th October 2025 @ 7:30 pm
Location:	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY
Summary:	Scheduled Monthly Charity Trustee Meeting **Called By:** Andy Pellew (Chair of Trustees)
Note Taker:	Andy Pellew (Chair)
Documents:	REF01 Minutes of the meeting held on 9th September 2025.pdf REF02 Financial Update - October, 2025.pdf REF03 Expenses & Purchases (Reimbursement) Policies and Procedures.pdf REF04 Committee Terms of Reference Review Parks & Recreation.pdf REF05 Proposed Meeting Resolution.pdf

Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: None Notes: N/A

Minutes for Agenda Items

Ref	Notes
01	Apologies were received from **Hilary Whipp** (HW, Treasurer), **Jo Hall** (JH), **Jenni Foster-Smith** (JFS, Secretary, Parks & Recreation), Present *<Name> (<Initials> [, <Position>] [, <Committee Chair's>]*: BHCA Trustees: **Andy Pellew** (AP, Chair of Trustees, Bar Hill News, Phone Box Library), **Anthony Mitchell** (AM, Vice Chair, Christmas Event, Accessibility Spaces and Gardens Committee), **Bunty Waters** (BW, Friends of Bar Hill Library), **Dave Wright** (DW, Saxon Park), **Portia Northwood-Kilsby** (PNK)

Volunteers/Members/Local Residents:

Karen Hayden (KH), **Richard Hayden** (RH), **Barry Dean** (BD)

02 Minutes of meeting on 9th September 2025 (Circulated in advance).

RESOLUTION: It was proposed by **BW** seconded by **AM**, and unanimously agreed that the Minutes of the Meeting be approved as a true and accurate record of the proceedings.

03 (declarations of interest)

No new interests were declared of changes to existing interests made.

04 (chair updates)

Unfortunately we are very likely to miss deadline for submitting accounts to Charity Commission. **AP** asked for suggestions if we know an Accountant who would be willing to sign off on our accounts? **AP** is more than happy to meet with individuals. We have 17 days.

PNK is to ask an Accountant she knows. This is a possibility.

AP reported that works continues tidying the existing Google Drive/ email structures to make searching for things easier. **AP** is documenting.

05 In the Treasurer's absence, the Chair presented the financial report, including the Year-to-Date Summary and Budget Totals for review (circulated in the agenda).

Budget	Adjustments	Metro Bank	Barclays	Total
Bar Hill News	-£1,417.50	-£6,094.80	£9,368.79	£1,856.49
Christmas Event	£1,000.00	-£756.31	-£458.04	-£214.35
Donations Made	£0.00	-£25.00	£0.00	-£25.00
Fete & Festival	£3,917.50	£3,452.54	-£1,778.86	£5,591.18
First Lego League	£0.00	-£15.85	£1,806.74	£1,790.89
Friends of Bar Hill Library	£100.00	£0.00	£0.00	£100.00
General	-£10,100.00	£23,875.83	-£14,061.36	-£285.53
Parks & Recreation	£6,500.00	-£12,010.49	£5,632.62	£122.13
Saxon Park	£0.00	£128.98	£0.00	£128.98
Unknown	£0.00	£0.00	£0.00	£0.00

AP reported that the amount we are showing in the reports in Metro is £8,554.90, the actual amount in the bank account as of 13-Oct-2025 is £8,569.90. The difference is exactly £15 in the charities favour (we have more in Metro than we are expecting). The £15 suggests a transaction (Village Fete stall?) has been missed. **AP** will continue to work with the Treasurer to resolve this.

RESOLUTION: It was proposed by **BW**, seconded by **AM**, and unanimously resolved that the financial report, as presented, be accepted by the Trustees.

06 Issues raised by Committees for the Attention of Trustees.

- No format requests for actions by Trustees were received.

Committee updates;

FIRST LEGO LEAGUE: **BD** reported a very promising update. See item 20 for more information.
BAR HILL NEWS: **AM** and **AP** to visit Shish Kitchen to discuss advert. **AP** thanked **BD** for the new columns provided for this month's issue and noticed that this was the first issue where he created no additional content. **BD** agreed to do bins each month, and to provide a First Lego League column on a regular basis.
SAXON PARK: **DW** reported then tender documents are in, five companies have submitted tenders, and tenders were opened on Monday. Anonymised documents will be received by the committee this Friday (17th). Documents will be reviewed and scored. Top-score is then submitted to the full council meeting in November. **AM** confirmed the Terms of Reference will be reviewed for the Skatepark working group at that Parish Council meeting. There is basically "lots to do". The main issue will be fundraising of the 250k needed to build.
ASGC: **AM** reported that quotes are being sought for the Water fountains. **AM** is working on this at the moment. The Village Hall have yet to meet to discuss. This is progressing as well.
CHRISTMAS EVENT: **AM** reported that Christmas Committee has decided by

majority vote to not have a Christmas Tree this year - Ivor has yet to provide an installation date. **AM** is working with the Christmas Market to try and get everything sort. It is ongoing.
FETE & FESTIVAL: **AP** reported that a meeting will be held at the Sports & Social Club on 1st November. 2027 is the village 60th Anniversary. **AM** suggested the Parish Council would like to know what level of donation would be required at their precept meeting in November.
FRIENDS OF BAR HILL LIBRARY: No update
PARKS & RECREATION: No update

10 Policy Review: Expenses & Purchases (Reinbursement) Policies and Procedures

PROPOSAL: It was proposed by **AM** and seconded by **DW** that, having reviewed the policy, Trustees accept the policy "as is", increment the version by 0.1 to note the review, and schedule the next review for one years time (on our existing policy review schedule).

11 Committee Terms of Reference Review: Parks & Recreation

PROPOSAL: It was proposed by **AM** and seconded by **DW** that, having reviewed the Terms of Reference, Trustees accept the document "as is", increment the version by 0.1 to note the review, and schedule the next review for one years time (on our existing review schedule).

20 Update on First Lego League (from **BD**)

The First Lego League will run in conjunction with Buttercups Nursery. **BD** to go into training staff. **BD** to chase corporate sponsorship. Domino? Carla?
Three robot competitions, presentation of project work, and t-shirts.
BD to send advert to South Cambs.
BD to contact local news/ press.
The plan is to start coaching kids after the half-term break.
BD to send **AP** the link to purchase it.
AP to provide free laptops for the BHCA reserves.

21 Set up a Co-operative Bank Account

See resolution specified in REF05.

The resolution was rejected by Trustees present. It was decided that we would pay the £36 for the annual cost of the bank account (£2 a month) with Metro

Bank.

97 Other business (including agenda items for future meetings)
- There are no scheduled items for November.
- Malcolm Cox, the Royal British Legion are looking for volunteers. They are currently on the look out for new members.

98 Date of Next Meeting

PROPOSED 11th November @ 19:30 in The Fox

99 Meeting closed at 20:25.

Dated: **14-October-2025**

Andy Pellew
Chair of Trustees